

## GLOSSARY

### Section I Acronyms

AR.....	Army Regulation
ARIMS.....	Army Records Information Management System
BRAC.....	Base Realignment and Closure
CEFMS .....	Corps of Engineers Financial Management System
CERCLA.....	Comprehensive Environmental Response, Compensation, and Liability Act
CFR.....	Code of Federal Regulations
CRP .....	Community Relations Plan
DA.....	Department of the Army
DERA.....	Defense Environmental Restoration Account
DERP .....	Defense Environmental Restoration Program
DOD.....	Department of Defense
DOE .....	Department of Energy
DQO .....	Data Quality Objective
DSERTS.....	Defense Site Environmental Restoration System
EE/CA.....	Engineering Evaluation/Cost Analysis
EM.....	Engineer Manual
EOD .....	Explosive Ordnance Disposal
EP .....	Engineer Pamphlet
ER .....	Engineer Regulation
FUDS .....	Formerly Used Defense Sites
FUDSMIS .....	Formerly Used Defense Sites Management Information System
HQDA .....	Headquarters, Department of the Army
HQUSACE.....	Headquarters, United States Army Corps of Engineers
HTRW.....	Hazardous, Toxic, and Radioactive Waste
IRP .....	Installation Restoration Program
LUC.....	Land Use Control
MACOM.....	Major Command
MCX .....	Mandatory Center of Expertise
MIC .....	Management Information Control
MICO .....	Management Information Control Officer
MSC .....	Major Subordinate Command
NCP.....	National Contingency Plan
NDAI.....	No DOD Action Indicated
NPL .....	National Priorities List
OCE.....	Office of the Chief of Engineers
OE .....	Ordnance and Explosives
OE CX.....	Ordnance and Explosives Center of Expertise
OE MCX.....	Ordnance and Explosives Mandatory Center of Expertise

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OMB .....Office of Management and Budget  
PA .....Privacy Act  
PDT .....Project Delivery Team  
PIRS .....Project Information Retrieval System  
PL .....Public Law  
POC .....Point of Contact  
PMP .....Project Management Plan  
PM .....Project Manager  
PRA .....Paper Reduction Act  
RCTCS .....Restoration Cost-to-Complete System  
RI/FS .....Remedial Investigation/Feasibility Study  
SARA .....Superfund Amendments and Reauthorization Act of 1986  
TPP .....Technical Project Planning  
USACE .....United States Army Corps of Engineers  
USAESCH .....United States Army Engineering and Support Center, Huntsville  
USC .....United States Code  
UXO .....Unexploded Ordnance

## **Section II**

### **Terms**

#### **Action Memorandum**

Approves time-critical removal action and also concludes the engineering evaluation/cost analysis. Provides a concise, written record of the decision to select an appropriate removal action. As the primary decision document, it substantiates the need for a removal action, identifies the proposed action, and explains the rationale for the removal action selected. (EP 1110-1-18)

#### **Active Installations**

Installations under the custody and control of DOD. Includes operating installations, installations in a standby or layaway status, and installations awaiting closure under the Base Realignment and Closure (BRAC) legislation. (EP 1110-1-18)

#### **Administrative Record**

The body of documents that “forms the basis” for the selection of a particular response at a site. Documents that are included are relevant documents that were relied upon in selecting the response action as well as relevant documents that were considered but were ultimately rejected. (ER 1110-1-8153)

**Anomaly**

Any item that is seen as a subsurface irregularity after geophysical investigation. This irregularity should deviate from the expected subsurface ferrous and non-ferrous material at a site (i.e., pipes, power lines, etc.). (EP 1110-1-18)

**Anomaly Avoidance**

Techniques employed by EOD or UXO personnel at sites with known or suspected OE to avoid any potential surface UXO and any subsurface anomalies. This usually occurs at mixed hazard sites when HTRW investigations must occur prior to execution of an OE removal action. Intrusive anomaly investigation is not authorized during ordnance avoidance operations. (ER 1110-1-8153)

**Archives Search Report (ASR)**

A detailed investigation to report on past OE activities conducted on an installation. The principal purpose of the Archives Search is to assemble historical records and available field data, assess potential ordnance presence, and recommend follow-up actions at a DERP-FUDS. There are four general steps in an Archives Search: records search phase, site safety and health plan, site survey, and archives search report including risk assessment. (EP 1110-1-18)

**Base Realignment and Closure (BRAC)**

Program governing the scheduled closing of Department of Defense sites. (Base Closure and Realignment Act of 1988, Public Law 100-526, 102 Stat. 2623, and the Defense Base Closure and Realignment Act of 1990, Public Law 101-510, 104 Stat. 1808)

**Community Relations Plan (CRP)**

The Community Relations Plan (CRP) serves as the framework to establish a successful information exchange with the public for OE response actions. The CRP follows guidelines set forth under CERCLA and the SARA. Each CRP must be tailored to fit the individual site and situation and should also accommodate any site-specific agreements between the U.S. Army and the EPA or state environmental agencies. The CRP is not a static document and should be revised to reflect the project's development/progress. (EP 1110-1-18)

**Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)**

CERCLA authorizes federal action to respond to the release or threatened release of hazardous substances into the environment or a release or threat of release of a pollutant or contaminant into the environment that may present an imminent or substantial danger to public health or welfare. (42 U.S.C. 9601)

**Data Quality Objectives (DQOs)**

Project specific statements that describe the intended data use(s), the data need requirements, and the means to achieve acceptable data quality for the intended use(s).

**Decision Document**

The Department of Defense has adopted the term Decision Document for the documentation of remedial action (RA) decisions at non-National Priorities List (NPL) FUDS Properties. The decision document shall address the following: Purpose, Site Risk, Remedial Alternatives, Public/Community Involvement, Declaration, and Approval and Signature. A Decision Document for sites not covered by an interagency agreement or federal facility agreement is still required to follow a CERCLA response. All Decision Documents will be maintained in the FUDS Property/Project Administrative Record file. An Action Memorandum is the decision document for a removal response action.

**Defense Environmental Restoration Program (DERP)**

Established in 1984, DERP promotes and coordinates efforts for the evaluation and cleanup of contamination at Department of Defense installations. (10 U.S.C. 2701)

**Design Center**

A specified USACE field office assigned a singular technical mission that is permanent and USACE-wide in scope. The designated office is to be considered the "lead activity" in a specialized area where capability needs to be concentrated for maximum effectiveness, economy, and efficiency. The OE Design Center (in coordination with the PM) will execute all phases of the OE response project after the approval of the inventory project report unless the removal action is transferred to an approved district. Only the USAESCH OE Design center is authorized to execute any phase of a Non-Stockpile chemical warfare material response. (ER 1110-1-8153)

**Engineering Evaluation/Cost Analysis (EE/CA)**

An EE/CA is prepared for all non-time-critical removal actions as required by Section 300.415(b)(4)(i) of the NCP. The goals of the EE/CA are to identify the extent of a hazard, to identify the objectives of the removal action, and to analyze the various alternatives that may be used to satisfy these objectives for cost, effectiveness, and implementability. (EP 1110-1-18)

**Explosive Ordnance Disposal (EOD)**

The detection, identification, field evaluation, rendering safe, recovery, and final disposal of unexploded ordnance or munitions. (EP 1110-1-18)

**Explosives Safety Submission (ESS)**

The document which serves as the specifications for conducting work activities at the project. The ESS details the scope of the project, the planned work activities, and potential hazards (including the maximum credible event) and the methods for their control. (EP 1110-1-18)

**Explosive Soil**

See Definition in ER 1110-1-8153.

**Formerly Used Defense Sites (FUDS)**

FUDS includes those properties previously owned, leased, or otherwise possessed by the U.S. and under the jurisdiction of the Secretary of Defense; or manufacturing facilities for which real property accountability rested with DOD but were operated by contractors (Government owned – contractor operated) and which were later legally disposed of. FUDS is a subprogram of the DERP. Restoration of military land was extended to formerly used sites in 1983 under Public Law 98-212 (DOD Appropriations Act of FY84).

**Hazardous, Toxic, and Radioactive Waste (HTRW) Activities**

HTRW activities include those activities undertaken for the Environmental Protection Agency's Superfund program, the Defense Environmental Restoration Program (DERP), including Formerly Used Defense Sites (FUDS), and Installation Restoration Program (IRP) sites at active DOD facilities, HTRW actions associated with Civil Works projects, and any other mission or non-mission work performed for others at HTRW sites. (EP 1110-1-18)

**Information Repository**

A repository, generally located at libraries or other publicly accessible locations, which contains documents reflecting the on-going environmental restoration activities. This may include the EE/CA, CRP, Restoration Advisory Board meeting minutes, public notices, public comments and responses to those comments, etc. (EP 1110-1-18)

**Land Use Controls (LUCs)**

Physical, legal, or administrative mechanisms that restrict the use of, or limit access to contaminated property in order to reduce risk to human health and the environment. Physical mechanisms encompass a variety of engineered remedies to contain or reduce contamination and/or physical barriers to limit access to property, such as fences or signs. The legal mechanisms are generally the same as those used for institutional controls (ICs) as discussed in the National Contingency Plan. ICs are a subset of LUCs and are primarily legal mechanisms imposed to ensure the continued effectiveness of land use restrictions imposed as part of a remedial decision. Legal mechanisms include restrictive covenants, negative easements, equitable servitudes, and deed notices. Administrative mechanisms include notices, adopted local land use plans and ordinances, construction permitting, or other existing land use management systems that may be used to ensure compliance with use restrictions. (DERP Management Guidance)

### **Mandatory Center of Expertise (MCX)**

A MCX is a USACE organization that has been approved by HQUSACE as having a unique or exceptional technical capability in a specialized subject area that is critical to other USACE commands. Specific mandatory services to be rendered by a MCX is identified on the MCX's homepage. These services may be reimbursable or centrally funded. The USAESCH is the OE MCX for the USACE. (ER 1110-1-8153)

### **National Oil and Hazardous Substance Pollution Contingency Plan (NCP)**

Revised in 1990, the NCP provides the regulatory framework for responses under CERCLA. The NCP designates the Department of Defense as the removal response authority for ordnance and explosives hazards. (40 CFR 300)

### **Ordnance and Explosives (OE)**

OE consists of either (1) or (2) below:

(1) Ammunition, ammunition components, chemical or biological warfare materiel or explosives that have been abandoned, expelled from demolition pits or burning pads, lost, discarded, buried, or fired. Such ammunition, ammunition components, and explosives are no longer under accountable record control of any DOD organization or activity. (HQDA Policy Memorandum "Explosives Safety Policy for Real Property Containing Conventional OE")

(2) Explosive Soil. See definition under "Explosive Soil." (ER 1110-1-8153)

### **OE Safety Specialist**

USACE Personnel, classified as a GS-018 Safety Specialist, and who is UXO qualified. OE Safety Specialists perform safety, quality assurance and UXO subject matter expert functions for the Government. The Safety Specialist may reside in and report to the construction field office or may reside in the engineering/construction office within the OE Design Center. (ER 1110-1-8153)

### **Project Delivery Team (PDT)**

The PDT is a multi-disciplined project team lead by the Project Manager with responsibility for assuring that the project stays focused, first and foremost on the public interest, and on the customer's needs and expectations and that all work is integrated and done in accordance with a PMP and approved business and quality management processes. The PDT focuses on the quality project delivery, with heavy reliance on partnering and relationship development to achieve better performance. The PDT shall consist of everyone necessary for successful development and execution of all phases of the project. The PDT will include the customer(s), the PM, technical experts within or outside the local USACE activity, specialists, consultants/contractors, stakeholders, representatives from other Federal and state agencies, and vertical members from division and headquarters that are necessary to effectively develop and deliver the project. The customer is an integral part of the PDT. (ER 5-1-11)

**Project Information Retrieval System**

The Project Information Retrieval System (PIRS) was developed by the U.S. Army Corps of Engineers, Rock Island District, and the USAESCH. The purpose of PIRS is to make documents electronically accessible about the investigation and cleanup of sites in the DERP and the BRAC. See <http://pirs.mvr.usace.army.mil>.

**Remedial Investigation/Feasibility Study (RI/FS)**

An in depth study designed to gather the data necessary to determine the nature and extent of known contamination at a site, assess risk to human health and the environment, and establish criteria for cleaning up the site. During the FS, the RI data is analyzed and remedial alternatives are identified. The FS serves as the mechanism for the development, screening, and detailed evaluation of alternative remedial actions.

**Response Action**

Action taken to prevent or minimize the release of OE so that it does not cause substantial danger to present or future public health or welfare or the environment. (ER 1110-1-8153)

**Stakeholders**

Stakeholders include federal, state, and local officials, community organizations, property owners, and others having a personal interest or involvement, or having a monetary or commercial involvement in the real property which is to undergo an OE recurring review. (EP 1110-1-18)

**Superfund Amendments and Reauthorization Act (SARA)**

Enacted in 1986, this legislation establishes standards for cleanup activities, requires federal facility compliance with CERCLA, and clarifies public involvement requirements. (42 U.S.C. 9601)

**Technical Impracticability**

A decision that may occur when current technology is not available to address the OE risks at a site.

**Technical Project Planning (TPP) Process**

A four-phase, comprehensive and systematic planning process for designing a data collection program. The TPP process helps ensure that the requisite type, quality, and quantity of data are obtained to satisfy project objectives. The TPP process is a critical component of the USACE quality management system.

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**Unexploded Ordnance (UXO)**

Military munitions that have been primed, fuzed, armed, or otherwise prepared for action, and have been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installation, personnel, or material and remain unexploded either by malfunction, design, or any other cause. (40 CFR 266.201)